



City of Columbus, Ohio

THIS IS NOT AN ORDER

Solicitation - 90 2010 SO034611

Respond before: 06/30/2010 8:00 am

Bid Contact :

Robin Cook
Department of Technology
1111 East Broad Street
Rm 303
Columbus OH 43205 -
For inquiries call : (614) 645 7247 Fax : (614) 645 0544

GROUP	ITEM	QTY	DESCRIPTION
1	001	140.00 HR	Captioned Services for the Hearing Impaired (See 915-85 for

Scope and Classification

Scope: The intent of this Invitation for Bid (ITB) and resulting service agreement is to obtain firm fixed pricing from bidders specializing in real time closed captioning services for the City of Columbus, Department of Technology, Media Services Section. The initial term of this agreement is one (1) year, with the option for two (2) additional one (1) year terms.

Classification: Bids for per hour live and pre hour pre-recorded captioning services will be accepted from qualified service providers. The initial service agreement will cover the period from September 1, 2010 through August 31, 2011, or an equivalent period depending upon the date a purchase order is certified by the Columbus City Auditor's Office and the Media Services Manager requests service to begin.

Applicable Publications

Applicable ADA standards and requirements.

Current environment: The City's Media Services Section provides service with an Evertz model 8084 Analog/Digital Video Closed Caption Encoder/Decoder with an analog telephone line for transmission of an audio signal from the television control room to the site of the captioning.

The service provider coordinates with Columbus City Council and Media Services staff to obtain advance agendas, communications and late agenda items prior to the real-time broadcast. The City pays all telephone transmission charges incurred to send an audio signal from the Media Services control room to the service provider. The service provider maintains a telephone line and service for transmission from site of captioning service provider to the Media Services broadcast control room. Additionally, the service provider completes a test signal at least 30 minutes before the start of an event or meeting and again 10 minutes before the start.

Requirements

The successful bidder shall provide real-time captioning services of Columbus City Council Meetings, Zoning Meetings and selected other live programming as needed. The Media Services Manager or designee will provide a minimum of 48 hours notice for special events. Columbus City Council Meetings and Zoning Meetings are held on Monday evening's beginning at 5:00 p.m. Meetings typically last 1 ½ hours but may be as long as 4 hours. There is usually a break between Council's regular session and the Zoning session. Breaks lasting less than 30 minutes will be billed to the City of Columbus, but will not pay for break time over the 30 minutes.

Currently, City Council does not meet during the month of August, nor is it in session on holidays observed by the City of Columbus. The City requires an estimated 140 hours of real-time captioning annually.

Successful bidder must provide the Columbus City Council Clerk with a softcopy (preferably Microsoft Word) version of the transcript within two days of the captioned event. The transcript shall be emailed to Columbus City Clerk's Office, (email address will be provided to successful bidder upon award).

Successful bidder must meet or exceed the standards established by the National Court Reporters Association for real-time court reporting services. Provide a minimum 98% accuracy level, of word count per session.

Closed captioning services of pre-recorded material must be provided on a DVCPPro, DVCAM or DVD master. Turn-around time for pre-recorded material will be one week. The City requires an estimated 10 hours of pre-recorded captioning annually.

The successful bidder will be required to provide monthly reports of accuracy rates for captioned programming. The Media Services Manager or designee will monitor the accuracy rate and time line requirements. If the service provider fails to meet the requirements, the service provider will be notified by the Media Services manager or designee at which time the service provider will have two months to provide remedy before the agreement is terminated.

In the event a captioning session fails, the service provider will provide a captioning for playback event within three business days. If the failure is determined to be the fault of service provider, then a make-up captioning service will be provided at no charge to the City.

Instructions to bidders:

Line 1 bid responses shall be per hour for real time captioning , estimated at 140 hours annually

Line 2 bid responses shall be per hour for pre-recorded captioning, estimated at 10 hours annually

Comments Section: Name, Address, Telephone Number, and E-mail Address of contact/contract manager

Notes:

As part of the evaluation, process bidders may be asked to provide the following information:

- 1) Narrative description of software to be utilized, any backup systems in place to ensure uninterrupted service.
- 2) Provide contact information for engineering staff to answer any questions after regular business hours.
- 3) Copies of certifications for personnel who will be involved in the contract.
- 4) Two references for like services, include a brief description of services provided including detailed contact information.

All accurate invoices shall be mailed to the DoT/Fiscal Office, PO Box 2949, Columbus, Ohio 43216. The City's payment terms are n/30 days.

Columbus City Council agendas are available at www.columbus.gov

This contract is not subject to automatic renewal. The City is not obligated to provide any advance written notice to the contractor at the end of the initial or any subsequent coverage period. However, the City may renew this contract each year, on the contract anniversary or expiration date for an additional coverage period, contingent upon the express written approval of both parties. Each renewal period shall not exceed 12 months in length. Future renewals of this agreement shall require appropriation and authorization of funds by the Council of the City of Columbus solely in the event that the total annual expenditures under this contract exceed \$20,000.00. Otherwise, the appropriation and authorization of funds shall be processed through issuance of a Purchase Order certified by the City Auditor and approved by all parties having jurisdiction thereof.

All questions regarding specification should be directed to Mary R. Nordstrom, Media Services Manager, 90 W. Broad Street, 3rd Floor, Columbus, Ohio 43215. Ms. Nordstrom's telephone number is (614) 645-8400, and email address is MRNordstrom@Columbus.gov.

1	002	10.00 HR	Captioned Services for the Hearing Impaired (See 915-85 for
			per hour for pre-recorded captioning

DELIVERY ADDRESS:

(See below)

Terms:

Pursuant to City of Columbus Code Section 3907.05, all contractors, including subcontractors, who are a party to a contract as defined in C.C. 3901.01, must hold a valid contract compliance certification number.

For information regarding contract compliance, please contact the Equal Business Opportunity Commission Office at (614) 645 - 4764.

Equal Opportunity Clause

(1) The contractor will not discriminate against any employee or applicant because of race, color, religion, sex or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment upgrading, demotion, or termination; rates of pay or other forms of compensation; and selection for training. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices summarizing the provisions of this Equal Opportunity Clause.

(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that the contractor is an equal opportunity employer.

(3) It is the policy of the City of Columbus that business concerns owned and operated by minority and female persons shall have the maximum practical opportunity to participate in the performance of contracts awarded by the CITY.

- (4) The contractor shall permit access to any relevant and pertinent reports and documents by the Executive Director for the sole purpose of verifying compliance with this article, and with the regulations of the Equal Business Opportunity Commission Office. All such materials provided to the Executive Director by the contractor shall be considered confidential.
- (5) The contractor will not obstruct or hinder the Executive Director or her deputies, staff, and assistants in the fulfillment of their duties and responsibilities imposed by Article I, Title 39.
- (6) The contractor and each subcontractor will include a summary of this Equal Opportunity Clause in every subcontract. The contractor will take such action with respect to any subcontract as is necessary as a means of enforcing the provisions of the Equal Opportunity Clause.
- (7) The contractor agrees to refrain from subcontracting any part of this contract modification thereto to a contractor not holding a valid contract compliance number as provided for in Article I, Title 39.
- (8) Failure or refusal of a contractor or subcontractor to comply with the provisions of Article I, Title 39, may result in the cancellation of this contract.

DELIVER TO

Mary Nordstrom
90 W. Broad St., Room 329
GTC-3
Department of Technology
Columbus OH 43215 - 9006